

DEPARTMENT OF JUSTICE
ADMINISTRATOR II



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

**DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO**

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

May 23, 2014 - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at (www.jobs.ca.gov). Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor Receptionist
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$6159-\$6922

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Positions exist in Sacramento only with the Department of Justice.

CONTINUE TO THE NEXT PAGE

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.</p>
MINIMUM QUALIFICATIONS	<p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.</p> <p style="text-align: center;">Either I</p> <p>One year of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II*;</p> <p style="text-align: center;">Or</p> <p>One year of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor I*, and current employment in a class comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II*;</p> <p style="text-align: center;">Or</p> <p>Two years of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor I*.</p> <p style="text-align: center;">Or II</p> <p>Experience: Four years of criminal justice administrative or managerial experience in a law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year in a class comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II* or two years in a class comparable in level or responsibility to that of a Criminal Identification and Intelligence Supervisor I*.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience.) (Possession of a graduate degree in public administration, law, political science, or related areas may be substituted for one year of the required experience, except for the experience in California state service in classes with a specified level of responsibility.)</p> <p style="text-align: center;">And</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
DEFINITION OF TERMS	<p>*Criminal Identification and Intelligence Supervisor II (currently Department of Justice Administrator I); Criminal Intelligence and Intelligence Supervisor I (currently Criminal Identification and Intelligence Supervisor).</p> <p>“Duties comparable in level of responsibility” – the applicant must have State service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.</p> <p>“Equivalent to graduation from college...” satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.</p>
POSITION DESCRIPTION	<p>This is the full supervisory level in the series. Employees plan, organize, and direct the activities of a large professional and/or technical staff and have responsibility for a large function in a major bureau within the Department of Justice. Incumbents evaluate and interpret policy and assist in the formulation of program rules and regulations.</p>

**EXAMINATION
INFORMATION**

The examination will consist of a **Written Essay**, an **Oral Presentation**, and a **Qualification Appraisal Interview**.

Written Essay – 30%

Each competitor will be allowed time prior to the Qualification Appraisal Interview to complete a written essay. The Qualification Appraisal Panel will evaluate the competitor's response using a pre-determined rating and scoring criteria.

Oral Presentation – 30%

Each competitor will be allowed time prior to the Qualification Appraisal Interview to complete the oral presentation. The Qualification Appraisal Panel will evaluate the competitor's response using a pre-determined rating and scoring criteria.

Qualification Appraisal Interview (QAP) – 40%

The QAP will consist of pre-determined job-related questions. Each competitor will be allowed time prior to the Qualification Appraisal Interview to review the questions. The Qualification Appraisal Panel will evaluate the competitor's response to each question using a pre-determined rating and scoring criteria.

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. The English language, including grammar, spelling and punctuation.
2. Project management processes and techniques.
3. Laws, regulations and policies affecting the department or unit, and the supervisor's role.
4. The performance appraisal process and assessment techniques.
5. Budget processes.

ABILITY TO:

1. Monitor and review work completed by staff.
2. Communicate clearly and effectively when speaking and in writing.
3. Give clear direction and expectations.
4. Guide staff regarding the laws, regulations and policies affecting the department or unit.
5. Monitor the affects of changes in policies.
6. Provide effective leadership.
7. Break complex issues, concepts or bodies of information down into their component parts to better understand them.

SKILL IN:

1. Holding staff accountable for deadlines.
2. Managing important dates.
3. Understanding laws, regulations and policies that affect the department or unit.
4. Evaluating staff policy compliance.
5. Resolving conflict.
6. Maintaining workload/project organization.
7. Redirecting staff focus.
8. Evaluating output quality, and developing solutions to productivity problems.
9. Determining the effective use of personnel resources, including employee-task fit.
10. Identifying employee strengths and opportunities, and the need for training.

There will be one score based on the combined Qualification Appraisal Interview and Exercises. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in this examination process.

ADDITIONAL
REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS
PREFERENCE CREDITS/
CAREER CREDITS

Veteran's preference credits or Career credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov) California Department of Human Resources website at (www.jobs.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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